



City of Seattle
Department of Construction and Inspections
P.O. Box 34234
Seattle, WA 98124-1234
Phone: (206) 386-9780 Fax: (206) 386-0095
www.seattle.gov/sdci



ESCROW ACCOUNT MAINTENANCE

An Escrow Account is a tool offered by Seattle DCI to allow applicants to maintain accounts with the department. Applicants provide deposits to maintain account balances, and then draw from the balance to pay for services. Applicants will receive monthly statements reflecting account activity and month-end balance. There are no charges for this service. For Governmental Agencies, this tool is used as a billing mechanism (no deposits are required).

Date of Request: _____

☐ **Establish New Escrow Account**

- ☐ Advance Deposit Account
☐ City of Seattle Agency
☐ Other Governmental Agency
Contractor ID: _____ (if exists)

☐ **Modify Escrow Account**

Contractor ID: _____
Company: _____

Operations Address:

Company: _____
Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () - Fax: () -

Accounting Address (if different): (Statement Address)

Company: _____
Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () - Fax: () -

☐ **I Wish to Transfer My Escrow Account Balance**

Original Contractor ID: _____ New Contractor ID: _____
Company: _____ Company: _____

I authorize the transfer of balance of funds _____
Original Contractor Signature

☐ **I Wish to Discontinue My Escrow Account**

Contractor ID: _____

Make Refund of Account Balance Payable to:

Payee: _____
Address: _____
City: _____ State: _____ Zip: _____
Tax ID # or Social Security #: _____
Refund Requester's Signature: _____

Authorization to Refund Account Balance to Persons Other than Original Payer:

If the refund is to be paid to persons other than the original payer, please have the original payer sign and date below:

I authorize _____ to receive the refund on behalf of the original payer

Original Payer Signature: _____

For Seattle DCI Use Only:

Escrow Account #: _____ Voucher #: _____ Voucher Date: _____